

**The Greene School
Board of Director's Meeting Minutes
The Greene School
94 John Potter Rd
West Greenwich, RI
July 17th, 2013 at 7 PM**

Open Session:- Meeting began at 7:06 PM

Call to Order-Members Present: Amy, Debbie, Jim, Kelly, Laura , Karen, Jen, Dick, and Paul (Quorum present)

Non-members present: Sam Morse, Deanna Duncan

Reading of the Mission Statement- done by Debbie Fletcher

Approval of the June 19th 2013 meeting minutes

Jen made a motion to approve the minutes. Debbie 2nd. All agreed unanimously.

Potential election of David Mitchell and Kurt Teichert to the Board of Directors

David Mitchell has not been able to attend a board meeting due to a medical issue, but is very interested in joining the board and plans to come to the retreat next week. He has a finance background and currently works for URI. He has also been to TGS as he guided the URI students through a Business Planning project.

Kurt Teichert has attended a board meeting, is very interested in the facilities development and has background in environmental education and leadership, and teaches at Brown University.

Karen made a motion to elect the two new board members mentioned above. Jim 2nd. All agree unanimously. Both terms will expire in November of 2014.

Old Business:

1. Head of School Report

- a. Has been circulated by email to BOD
- b. Ms. Duncan had a power point presentation regarding the teacher evaluation process and some data on how our teachers performed.
- c. The state looks at three components:
 - i. Professional practice
 - ii. Professional foundations
 - iii. Student learning
 - iv. These are used to determine the final effectiveness rating
 - v. Student learning piece is new
 - vi. Teachers also write professional growth plans
 - vii. All teachers but one were effective in their final rating- the other is developing
 - viii. Very difficult to make highly effective
- d. Vote on new teaching staff – up to five
 - i. Ms. Duncan has provided the BOD with short bios of the new teaching staff she would like to hire in her HOS report.
 - ii. Paul made a motion to hire the three teachers at this time. Karen 2nd. All agree unanimously.
- e. Business manager plan and potential hire
 - i. Lisa Cash has been doing the books and Randy Dittmar is working on closing the books and finishing reports to RIDE
 - ii. Lisa is interested in this position.
 - iii. She has a degree in administration. No experience as a business manager , but has worked at schools in the past. She is a very strong worker and is able to resolve problems/errors

- iv. She is Giselle's substitute right now and is being paid a daily rate.
- v. If hired, Ms. Duncan suggests having her train with a business manager at another charter school and also RIDE because it is so specialized.
- vi. Salary would be between \$50,000-\$55,000. Full time
- vii. This position will be posted to the public by Ms. Duncan
- viii. CREW- have to pass crew in order to graduate. Need to have an option for this in credit recovery- perhaps community service

2. Finance Committee Update

- a. June financials- we will break even this year , perhaps with a small profit
- b. Revenue lines- expenditures less than what we budgeted
- c. Karen made a motion that we give non-certified staff the same percent for their 401K as last year (13.23%). Kelly 2nd. All agree unanimously.
- d. The finance committee will be reviewing options for retirement plans for non-certified staff.

3. Facilities Committee Update

- a. Only one bid received from contractor although four were asked by David Tidwell
- b. Bid is for \$21,600. We have a contract to sign which has been reviewed and approved by Rob Coulter, legal counsel.
- c. Gateway wanted a lease addendum that we will replace the walls at their request after we leave
- d. URI update: Bob Weygand will be there until August 26th.

4. Fundraising Committee Update

- a. Fall Auction-
 - i. Need to form a committee. Will plan to hold this in March, 2014.
- b. Capital campaign planning
 - i. MP has been given to the Lattner Foundation last week
 - ii. Haven't heard from Baflin Foundation grant
 - iii. Ms. Duncan and Dr. Pratt will visit RIF on Friday for a few small grants
 - iv. Amy spoke with Michelle Macrae- will introduce Amy to Ed Wood from the Nature Conservancy
- c. Island Foundation
 - i. Applied and received \$10,000 again this year

5. Personnel Committee Update

- a. Ms. Duncan and Jon to meet on Friday.

New Business:

- 1. Board retreat
 - a. Will be held on Thursday, July 25th from 5-8 PM at Paul's house
 - b. Meeting agenda will be posted per open meeting law requirements
- 2. Debbie made a motion to enter into executive session: Pursuant to R.I. General Laws 42-46-5 (a)(2) (litigation), discussion of a complaint by a teacher. Jim 2nd. All agreed unanimously.
- 3. Sam Morse left the meeting.
- 4. Dee Duncan was invited to stay for the closed session.
- 5. Jim made a motion to end the closed session. Kelly 2nd All agreed unanimously
- 6. No votes were taken in closed session

7. Paul made a motion to seal the minutes from the closed session. Jim 2nd. All agreed unanimously.
8. Laura made a motion to end the meeting. Debbie 2nd. All agreed unanimously.

Meeting adjourned at 8:48PM

The Greene School
BOD Retreat
07/25/13
Morse Residence
24 Orient Dr. Jamestown, RI
5PM

Attended by Jen, Paul, Laura, Christa, Debbie, Amy, Dick, David, and Karen

Ms. Duncan also attended the retreat

The meeting began at 5:15PM

The purpose of this retreat was for strategic planning

Board members individually spoke about why they originally joined the BOD for The Greene School and their backgrounds

There was a short social time.

Meeting resumed in discussion about strategic planning.

No votes were taken.

Retreat ended at 8:20PM